

Implement a security audit



AOC-19 2 Days (14 Hours)

Description

This course will teach you through practice how to conduct "health and safety at work" audits effectively. You will see the most useful techniques and gain confidence in practicing them. At the end of the internship, you will be able to prepare an audit program adapted to your company.

Who is this training for ?

For whom

Aspiring auditor, safety facilitator, activity manager, operational manager.

Prerequisites

Know the basics of the company's security management system.

Training objectives

- Understand the issues and principles of a company security audit Identify auditable security points and analyze incidents Prepare and conduct an audit adapted to your company Write and distribute a security audit report

Training program

Appréhender les exigences du référentiel

- Know the challenges and purposes of a safety management system.
- Understand the objectives of the framework and the key points to audit.
- Compare the different safety management systems.
- Practical work Exchanges on the practices implemented in each company.

Déontologie et principe de management des audits sécurité

- Use the appropriate terminologies.
- Identify the stages of audit management.
- Build audit teams: responsibilities, skills, abilities.
- Practical work Sharing participants' experiences to identify good practices.

Points sécurité et réglementaires auditables

- Distinguish the concepts of danger, risks, damage.
- Understand the requirements applicable to the company's activities.
- Integrate the single document into the management of the safety.
- Define the content of the prevention plan.
- Record and analyze incidents and accidents.
- Establish an information and training system.
- Practical work Proceed to analyze incidents and accidents in a company.

Préparation de l'audit

- Prepare the audit visit (workstation interview).
- Specify the scope and expected goal.
- Identify and collect information.
- Structure your questions to obtain concrete answers.
- Create the audit guide.
- Practical work Simulate an audit based on a study of cases.
- Prepare the main thread of the interview.

Réalisation des interviews aux postes

- Work on your communication to facilitate exchange.
- Establish a constructive relationship.
- Unwind the common thread, encourage suggestions and collect audit evidence.
- Detect the behaviors and attitudes of the auditees: get out of blocking situations.
- End the interview and conclude with a summary of the findings.
- Practical work Audit interview simulations.

Restitution des constats d'audit

- Define the structure of the report.
- Write the report, formalize the facts and identify areas for improvement.
- Validate and distribute the audit report.
- Practical work Writing an audit report.